

## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

<b>DHR</b> Application Date August 21, 1979 Application Number DHR-35		<b>1. GEORGIA DEPARTMENT OF HUMAN RESOURCES</b> Office of Administrative Services Child Support Recovery Unit Director's Office 618 Ponce de Leon Avenue, N. E. Atlanta, Georgia 30306		<b>ARCHIVES AND HISTORY</b> Application Number 79-168 Date Received AUG 24 1979 Date Completed SEP 19 1979	
<b>2. Person to Contact</b> Ms. Beverly Gess		<b>Working Title</b> Administrative Clerk		<b>Telephone Number</b> 894-4120	
<b>3. Action Requested</b> a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
<b>4. Dates of Series</b> Earliest 1975 to Latest date		<b>5. Records Series Title (followed by title used in office; if different)</b> Child Support Recovery Budget and Contract Report Files			
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created? <p>The Office of Administrative Services is responsible for providing administrative support to the Department. This includes: General Support Services; Data Processing and Management Information Systems; Personnel Services; Grants Development and Management; Contracts Management; and Child Support Recovery.</p> <p>The Child Support Recovery Unit, in accordance with the 1967 Social Security Act and the Georgia Child Support Recovery Act, has the responsibility to locate deserting parents of children receiving public assistance; to secure commitment of child support from such parents; to collect and disburse child support payments; and to enforce the support obligation of the absent parent.</p>					
<b>7. Records Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: contracting the services of District Attorneys, State-wide, to assist DHR in establishing paternity and for securing support for minor needy children from their parents or other legally responsible persons. Included are: Contract between DHR and the District Attorney which shows specifically the responsibilities of each (stated in the Plan of Cooperation) to fulfill the terms of the contract, covering information to be furnished, investigation to be done, forms to be submitted, and records to be developed, and signatures of the District Attorney (the Judicial Circuit), State Attorney General, and DHR Commissioner; form CSRU-10 (Proposed Personal Services) which shows fiscal year, circuit or county, names and titles of employees base salary, and proposed expenditures for each quarter; form CSRU-11 (Items Other Than Personal Services) shows proposed expenditures for welfare-related travel, operating expenses, and equipment purchases, by quarter; unnumbered form (Summary) shows fiscal year, proposed expenditures of Circuit or County by quarter; certification that proposal of expenditures is accurate; and signature and title of person submitting form; form CSRU-22 (Expenditure Report) shows expenditures, certification and signature of person preparing report. The file is arranged: alphabetically by Judicial Circuit; thereunder, alphabetically by name of District Attorney;					
<b>8. Monthly Reference Rate</b> How often are records referred to which are: One to six months old <u>frequent</u> ; daily reference Seven to twelve months old <u>frequent</u> ; Thirteen to twenty-four months old <u>frequent</u> ; twenty-five months and older <u>occasional</u>					
<b>9. Annual Rate of Accumulation of Records</b> Letter-size drawers <u>1/8</u> ; Legal-size drawers _____; Shelves _____; Other (Specify) _____					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it? <u>Contracts Management</u>
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Contracts Management and Accounting Services</u>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? <u>Expenditure Report</u>

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>6</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

for reference and audit purposes

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

Child Support  
Recovery Unit

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 6 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Contracts Management  
(record copy)

Cut off file at end of each calendar year; hold in current files area 2 years; transfer to State Records Center; hold 4 years; then destroy.  
(Schedule 75-267-A)

District Attorney's copy

same retention as Child Support Recovery Unit

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>Tracy Teal</u>	<u>8-17-79</u>	<u>Elizabeth W. Crank</u>	<u>8/13/79</u>
		Elizabeth W. Crank, C.R.M. State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<u>[Signature]</u>	<u>9-13-79</u>
	Secretary of State/Designee	<u>Carol Hart</u>	<u>9-11-79</u>
	Attorney General/Designee	<u>[Signature]</u>	<u>9-15-79</u>